



SUSPENSION OF STUDIES FROM A TAUGHT PROGRAMME

When completed please send or deliver this form to your School or Department Office.  
Failure to complete all relevant sections may cause a delay in processing.

**SECTION 1 - TO BE COMPLETED BY THE STUDENT**

Student ID Number			
First and Middle Names			
Last (Family) Name			
Faculty			
Programme Code (e.g. BA/HL)		Major Code (e.g. V100)	
Year of Study (e.g. Year 1)		Last Date of Attendance	
Date of Suspension (if different from Date of Last Attendance)			
Reason for Suspension (Please give full details)			
Intended Return Date			
Student Signature			
Date			

**SECTION 2 – APPROVED BY THE AUTHORISED OFFICER FOR THE PROGRAMME**

If the date of the suspension is different from the last date of attendance, please attach confirmation from the Chair of Extenuating Circumstances Committee that the student's absence between the dates was due to approved extenuating circumstances. I agree to this suspension.

Authorised Officer's Name	/Telephone contact no.
Signature	
Date	

**SECTION 3 – REQUIRED FOR INTERNATIONAL STUDENTS ONLY**

I confirm that the above student has discussed their suspension with the International Advice and Guidance Team.

International Student Advisor's Name	/Telephone contact no.
Signature	
Date	

**ADVICE FOR UK STUDENTS:**

Suspension from your studies may have financial implications on current and future funding for both maintenance and tuition fee support from Student Finance. During suspension your funding will normally stop, but in some exceptional circumstances it may be possible for funding to continue. Before suspending from studies, UK students are advised to contact Money Advice and Guidance for further advice, email [money@liverpool.ac.uk](mailto:money@liverpool.ac.uk) or telephone 0151 794 6673